



Office of the City Clerk

Weekly Report – for Week Ending January 29, 2016

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

In-House Elections: Clerk staff conducted the Exclusive Representation election for the Personnel Directors Unit on January 25. All 13 members cast their ballots. Clerk staff will certify the elections following the protest period, seven calendar days after the election.

2016 Neighborhood Council (NC) Elections: The following table reflects the number of certified and pending candidate applications to date.

Region	Number of Candidates Pending	Number of Candidates Certified
1	19	35
2	11	16
3	6	28
4	5	28
5	9	20
6	1	5
Totals:	51	132

Staff continues to work with the online voting vendor and began testing the Interactive Voice Response (IVR) telephone voting system on January 27. Bilingual Clerk staff helped test the Cantonese, Korean and Spanish language portions of the portal.

The Candidate Self-Registration application has been modified to include profanity filtering. The filter will prohibit the use of profanity on candidate statements and will disallow electronic filing until the profanity is removed.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	23/3
Number of Notices/Publications	60
Number of Contracts Attested	54
Number of Council Files Created	74
Number of Claims Received	178
Number of Referrals	53
Number of Council Meetings	3
Number of Committee Meetings	9

Neighborhood and Business Improvement Districts: On January 26, 2016, the Council adopted the 2016 Annual Planning Reports for the Hollywood Entertainment District, Byzantine-Latino Quarter, Arts District Los Angeles, Melrose, Studio City and Century City BIDs.

On January 27, 2016, the Council adopted the 2016 Annual Planning Reports for the Highland Park, Greater Chinatown, Lincoln Heights Industrial Zone, Lincoln Heights Business and Community Benefit District, Westwood, East Hollywood, San Pedro Historic Waterfront, Downtown Industrial District, North Hollywood Transit, and Larchmont Village BIDs.

Staff will meet on January 29, 2016 with Takuma Fuse of the Nomura Research Institute in Japan relative to business improvement district formation.

TOP ITEMS

- **2016 Neighborhood Council Election preparations continue.**
- **Conducted an election on behalf of the City's Personnel Director's Unit for Exclusive Representation.**



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Systems:

The Department of Neighborhood Empowerment is interested in using the same Novus Agenda builder software to create agendas for the 96 neighborhood councils. A demo will be presented to DONE next week. Additionally, staff provided training to the Board of Public Work on the use of Granicus Media Manager software tools for managing board meetings.

City Clerk Systems staff have created an electronic speaker card application that has now been modified with “geo-fencing” that can accurately pinpoint the exact GPS location of a potential speaker. This technology will prevent someone from outside City Hall from adding their name to the speaker queue. A demo is planned to present to the Council President’s Office to institute this application in Council meetings. The goal is to eliminate paper speaker cards and allow for automatic transmission to the Council File.

Fiscal: On January 27, the general managers of DONE and the City Clerk met with the Budget Team to discuss the proposed functional transfer of DONE’s administrative functions to the Clerk. The goals of this meeting were to discuss which administrative functions would be sent to the City Clerk’s Office, which ones would remain, and how much appropriate staff was needed in each respective department to ensure that administrative/operational activities continue without any problems. A major concern is the bank currently handling individual Neighborhood Council checking accounts will no longer be doing this after March 2016. If a new bank is not selected via RFP by March, payment to vendors will have to be done via demand warrants, which will be a major problem. Separate meetings with each general manager will occur shortly to discuss specific personnel moves, issues, and needs.

Personnel – Met with a Councilmember and representative of Personnel Department on various significant personnel issues that may require the use of an outside resource to address these issues.

ISSUES

The prospect of not having a new bank for individual checking accounts for Neighborhood Councils after March 2016 will create a major burden for DONE and, ultimately, the City Clerk if the functional transfer of DONE’s administrative responsibilities goes into effect on July 1, 2016. City Clerk and DONE will work closely on this matter until this is resolved.

UPCOMING. . . .

The City Council meeting for Friday, February 5 will be held in Van Nuys.

The next meeting of the City Health Commission is scheduled for Monday, February 8, 2015.

NC Region 7 will begin candidate filing on January 30 and Region 8 will begin on February 5.